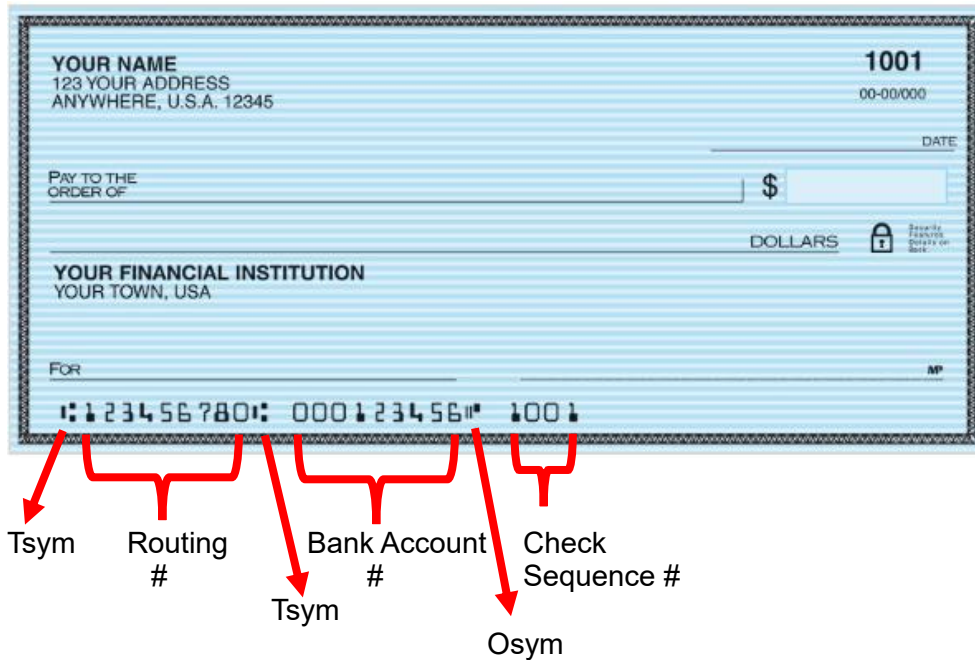# Menu 10.1.15, Setup MICR String

This enhancement allows a user to set up their own MICR string for use with Quick Checks.

Parts of a Check

Familiarize yourself with the MICR portion of a check. This is the bottom line on the check with information pertaining to the consumer's specific bank account.

This is a sample check: The MICR string is found at the bottom of the check. The different parts of the string are highlighted.

Parts of the micr line:

Bank Account Number	This number is assigned by the bank and appears at the bottom of the check.
Check Sequence Number	This number is assigned by the bank and indicates the check sequence.
MICR	The font of the check number. The acronym represents Magnetic Ink Character Recognition.
Routing Number (Transit)	A 9-digit (8 digits in Canada) MICR encoded number located at the bottom of the check. This number identifies the bank information and may also be referred to as the Transit Number.
Special Characters:	These include the following: ◾ Amount (also called Asym) ▮▮▮ Dash ▯▯◾ On-Us (also called Osym) ▮▮ Transit (also called Tysm)

Before configuring the custom MICR string, review your check and determine character-by-character and space-by-space how you want the MICR string to appear. Once you've done that, continue with configuring the custom MICR string.

Configuring the Custom MICR String
Steps
1) Go to menu 10.1.15 and choose Setup Micr String.
2) For the prompt, *Enter Format Type*, choose AGENCY.
3) The MICR string setup is where you'll enter the formatting for your specific check. Below is a screenshot. To move from one field to the next, press <enter>.

```
MICR STRING SETUP - AGENCY
     VALUE              JUSTIFY   LENGTH
    --------------      -------   ------
 1)
 2)
 3)
 4)
 5)
 6)
 7)
 8)
 9)
10)
11)
12)
13)
14)
15)
16)
17)
18)
```

Key for the MICR string setup:

Valid VALUE column values

ASYM .... This is for the ASYM character. The JUSTIFY and LENGTH columns are left blank.

OSYM............... This is for the OSYM character. The JUSTIFY and LENGTH columns are left blank.

TSYM .... This is for the TSYM character. The JUSTIFY and LENGTH columns are left blank.

SPACE .... This is for a space on your check. The JUSTIFY column is left blank.

TRANSIT .... This is for the Bank Transit or Routing #. Enter the justification you want and length.

ACCOUNT........ This is for the Bank Account #. Enter the justification you want and length.

CHECK............. This is for the Check #. Enter the justification you want and length.

AMOUNT.......... This is for the check amount if that is included in your agency's checks.

Valid JUSTIFY column values

R# .... This will right justify the data where # will be blank spaces.

R% .... This will right justify the data where % will be zero filled spaces.

MR% .... This will right justify the data where % will be zero filled /zero cents.

L# .... This will left justify the data where # will be blank spaces.

Examples:

VALUE	JUSTIFY	LENGTH	Example:
R#	Right	7	' 53.4'
R%	Right	7	'00053.4'
MR%	Right	7	'0005340'
L#	Left	7	'53.4 '

Valid LENGTH column values

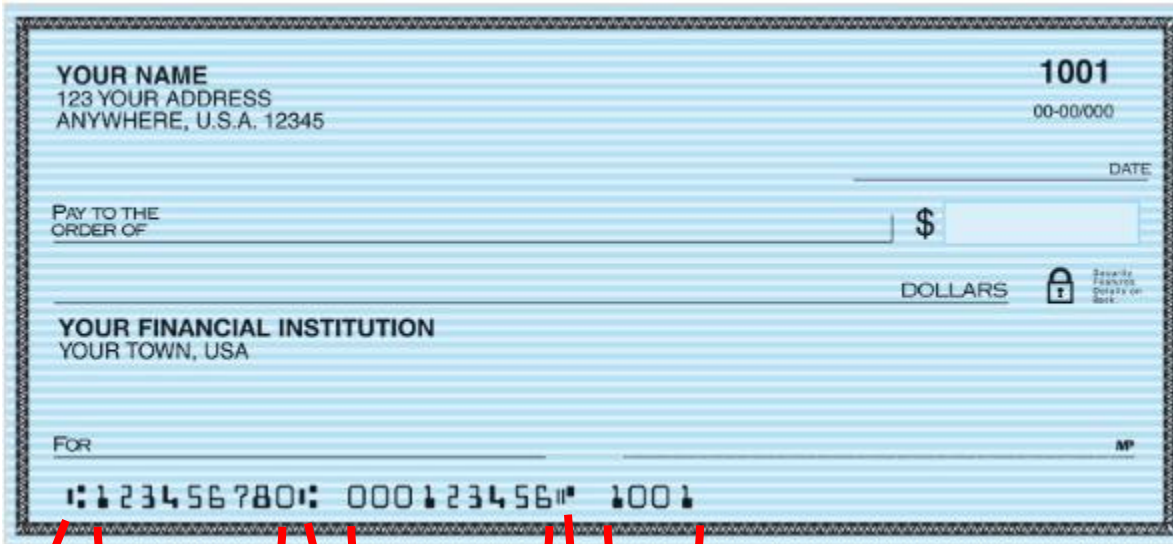N .... Equals any number

To delete the format, type in /DEL

This is the key you'll see when you go into menu 10.1.15.

```
Valid 'VALUE' values:
 ASYM     ASYM Char (No JUSTIFY or LENGTH)
 OSYM     OSYM Char (No JUSTIFY or LENGTH)
 TSYM     TSYM Char (No JUSTIFY or LENGTH)
 SPACE    Space     (No JUSTIFY)
 TRANSIT Bank Transit #
 ACCOUNT Bank Account #
 CHECK    Check #
 AMOUNT   Check Amount
Valid 'JUSTIFY' values:
 R#  Right Justify/#n of chars
     Example:   '   53.4'
 R%  Right Justify/zero filled n chars
     Example:   '00053.4'
 MR% Right Justify/zero filled/zero cents
     Example:   '0005340'
 L#  Left Justify/#n of chars
     Example:   '53.4   '
Valid 'LENGTH' values:
 n   Any Number
----------------------------------------
'/DEL' to delete format
```

Example.
Looking at our check sample, this is how the MICR string would be set up.

MICR STRING SETUP - AGENCY

	VALUE	JUSTIFY	LENGTH
1)	TSYM		20
2)	TRANSIT	R#	9
3)	TSYM		
4)	SPACE		1
5)	ACCOUNT	R%	9
6)	OSYM		
7)	SPACE		1
8)	CHECK	R#	4
9)			
10)			
11)			
12)			
13)			
14)			
15)			
16)			
17)			
18)			